

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUDGET TECHNICIAN II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex technical work involving program budget control and analysis, program and District-wide budget development; compile various reports for management and State and federal government.

ESSENTIAL FUNCTIONS:

Perform technical calculations and analyses to prepare parts of the annual program and/or District budgets.

Work with Human Resources, Technology Services and Accounting to maintain and improve the financial accounting system and position control system.

Perform technical calculations needed to project program and/or District income and expenditures.

Perform monthly financial analyses and comparisons of program expenditures in relation to the approved budget; work closely and cooperatively with designated Program Managers/Directors and/or site administrators to help prevent over-expenditures and advise them if a budget revision or reduction in expenditures is necessary.

Compile and verify various reports for submission to management, the Board of Education and County, State and federal offices, annual financial and other reports required.

Receive, analyze and prepare budget revisions for submission to the Board of Education.

Work with Accounting, Technology Services and Human Resources to reconcile anomalies; improve accuracy of reports and review position control documents; provide recommendations of improvement as necessary.

Review position control documents and collaborate with Human Resources to identify areas requiring improvement.

Approve warehouse purchases and travel requisitions after analysis to determine availability of budgeted funds, propriety/appropriateness of the requested expenditure, approval by the responsible manager, and correctness of coding.

Develop automated models used in the preparation of various financial reports, projections and analyses.

Assist in developing department procedure manuals and handbooks.

Assist in developing and presenting in-service programs to other District employees.

Perform annual review of salary and other expenditures; make appropriate adjustments; assist in District annual year-end closing and audit.

Conduct special projects, studies, cost studies and feasibility studies as required.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of budgeting and financial record-keeping.

General accounting principles and procedures.

California school district budgeting and accounting.

Laws, rules and regulations related to assigned activities.

Principles of training and providing work direction to other budget personnel.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of office equipment, including a computer and assigned software applications.

Telephone techniques and etiquette.

ABILITY TO:

Perform clerical and technical work involving program budget control and analysis.

Receive, analyze and prepare budget revisions.

Maintain financial records.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Train and provide work direction to others.

Compile and verify data and prepare reports.

Maintain confidentiality of sensitive and privileged information.

Understand and work within scope of authority.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Operate a variety of office equipment including a computer and assigned software.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Hear and speak to exchange information in person and on the telephone.

Sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by two years of college-level course work in bookkeeping, accounting or a related field and two years experience in budgeting and accounting work.

LICENSES AND OTHER REQUIREMENTS:

Flexibility to work occasional evenings and /or weekends.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.